



State of New Hampshire

Statewide Interoperability Executive Committee

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Introduction

It is necessary for public safety organizations to communicate and share critical voice or data information with other jurisdictions in day-to-day operations, natural disasters, emergency response scenarios, and terrorist incidents. Failure to accomplish the mission in each situation can result in the loss of lives and property.

The State of New Hampshire Statewide Interoperability Executive Committee (SIEC) is committed to cooperatively addressing the challenge of communications interoperability. This document describes the purpose, authority, outcomes, operating principles, membership, and management by which the SIEC will achieve success.

Purpose

The SIEC exists to address the challenges facing interdisciplinary communications across multiple jurisdictions and levels of government. It was established to create a centralized interoperable communications planning and implementation capacity for the State of New Hampshire.

The Statewide Interoperability Executive Committee (SIEC) has been charged, through the direction of the Commissioner of Safety, whose agency serves as the State Administrative Agency (SAA) for Homeland Security grants, with developing a planning cycle for enhancing interoperable communications throughout New Hampshire. The SIEC shall advise the Commissioner, and the Office of Interoperable Communications through the Statewide Interoperability Coordinator, on matters of interoperable communications in the State.

This committee provides a forum for each jurisdiction and/or agency to discuss related public safety communications initiatives that may or may not impact the work of this committee. This helps ensure individual projects have an opportunity to align with the Statewide Communications Interoperability Plan (SCIP).

The SIEC has developed and approved the following vision for interoperability in the State:



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“Stakeholders optimally share critical information in a rapid, efficient, simple, reliable, and sustainable way utilizing a variety of video, voice and data technologies by following common protocols.”

To move this vision forward, the Statewide Communications Interoperability Executive Committee has established the following as its mission:

“Develop, implement and oversee common approaches, strategies, plans and procedures to achieve day-to-day communications interoperability between all stakeholders. This mission will be accomplished through best practices, common procedures, allocation of necessary resources, and training and exercising.”

Authority

This committee will have the authority to evaluate the state of both current and emerging communications interoperability in New Hampshire, create a plan for statewide communications interoperability, oversee implementation of the plan, and develop appropriate policies, procedures, and guidelines. Therefore;

- This committee can make recommendations to help direct the use of Homeland Security grants through the SAA, and other appropriate grants and funds that seek to improve public safety communications and interoperability in the State.
- This committee can make recommendations to the Office of Interoperability, through the Statewide Interoperability Coordinator, to help direct the implementation of interoperable communications program throughout the State.
- This committee shall continue to work to identify additional sources of funding allotted through cross-discipline and cross-jurisdictional coordination and collaboration.
- The members of the committee are appointed or designated in accordance with RSA 21-P:48 Advisory Council on Emergency



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Preparedness and Security, and though individual members may represent one particular discipline within a jurisdiction, region or agency; they will represent the overall interests of all disciplines in the jurisdiction or region while serving on the committee.

Outcomes

The desired outcomes that the committee will accomplish are listed below:

- Utilize and manage the Statewide Communications Interoperability Plan (SCIP), the SCIP Action Plan, and the National Emergency Communications Plan (NECP) to implement each step towards interoperability in the State, with our neighbor states, and federal partners.
- Task necessary working groups and/or subcommittees to identify and recommend technologies, operating procedures and other resources that will enhance the communications interoperability capability in New Hampshire.
- Create a Statewide Communications Interoperability Strategy, Spending Plan and bridge Regional Plans with the statewide strategy.
- Create statewide best practices, policies, procedures, and protocols for communications interoperability and incorporate them with existing local, regional, state, inter-state and national interoperability agreements and standards.
- Establish training baselines and ensure the training of key communications personnel, including dispatch center personnel and technical communications support staff.
- Ensure training opportunities supporting communications interoperability are available to all necessary and authorized public safety practitioners.



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Operating Principles

The SIEC will govern the implementation of the statewide plan using the following operating principles:

- Consider the unique needs of each jurisdiction and region, recognizing and respecting these needs, and work to bridge the needs of the state and regional interoperability plans.
- Maintain an interdisciplinary focus.
- The SIEC shall operate under 91-A.
- Reach out and engage subject matter experts and stakeholders to support the identified areas of interest to the SIEC.
- Use a balanced and phased approach to interoperability.
- Ensure the strategic initiatives work within the SCIP goals and strategies.
- Identify matters within the SIEC's purview, apply resources toward those matters, and reach out in areas where the SIEC may be able to assist.
- Keep in mind the needs of front line personnel who depend on interoperable communications to protect and serve the public.
- Work to achieve a balance between governance, operating procedures, technology, training and usage as articulated in the SafeCom Interoperability Continuum.
- Distribute responsibilities of managing communications interoperability so that it does not rest on any one individual, agency, or technology.
- Ensure a collaborative approach in dealing with the issue where both state and statewide interests are represented.
- Align local, regional and/or state systems to create a system-of-systems approach.



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- Use plain language to eliminate confusion or misunderstanding.
- Speak with one voice when reporting externally.
- Keep the issue of communications interoperability on the forefront in our jurisdictions, and continue to educate our elected and appointed officials as administrations change.
- Consider security needs during the planning of future communications solutions.

Executive Management Group Membership

The following table outlines the jurisdictions/disciplines and the respective members that will represent this committee.

Executive Management Group Membership	
Chairperson	
Vice Chair	
Secretary	
Chair – Radio Frequency Communications Working Group <i>(formerly known as the Interoperability and Frequencies Working Group)</i>	
Chair – Data Communications Working Group <i>(formerly known as the FirstNet/Broadband Working Group)</i>	
Chair – Operations Working Group <i>(formerly known as the Operations, Policy, and Programs Working Group)</i>	
Representative of the Legislature	
Statewide Interoperability Coordinator (ex-officio)	



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Executive Management Group

- Recognizing the need for governance, leadership, and the expedient implementation of business, the SIEC shall have an Executive Management Group.
- The Executive Management Group shall be responsible and accountable for aligning over-arching interoperability strategies and plans, and maintaining fiduciary and fiscal compliance so business continues in an expedient and efficient manner.
- The Executive Management Group shall be composed of eight (8) members, three (3) Chairs of the Working Groups of the SIEC, and the Chair of the SIEC, along with the Vice-Chair and Secretary, a Representative of the Legislature elected by the SIEC, and the Statewide Interoperability Coordinator (SWIC). The Executive Management Group shall report directly to the Chair of the SIEC.
- The Executive Management Group quorum for voting shall consist of at least four (4) voting members.
- Each Member of the Executive Management Group shall have one equal vote, pursuant to the business of the Executive Management Group. Should any vote reach a tie, the Chair of the SIEC shall cast the tie-breaking vote.
- If the SIEC does not reach a quorum in their regular meetings, and thus cannot vote on a particular piece of business, the Executive Management Committee may, for the purpose of the expedient and efficient continuation of business, vote on the matter.
- The SIEC may relegate an issue or topic to the Executive Management Group for a vote, in the case of dispute resolution, finance resolution, budget alignment or other such topics.



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SIEC Membership

The following table outlines the jurisdictions/disciplines and the respective members that will represent this committee per RSA 21-P:48:

Statewide Interoperability Executive Committee Membership	
Chairperson	
Vice Chairperson (elected from membership)	
Secretary (elected from membership)	
Statewide Interoperability Coordinator	
Director of Homeland Security/Emergency Management	
Representative of NH Assoc. of Police Chiefs - City	
Representative of NH Assoc. of Police Chiefs - Town	
Representative of NH Assoc. of Fire Chiefs - City	
Representative of NH Assoc. of Fire Chiefs - Town	
Representative of Charitable Organization – Red Cross	
House of Representatives	
Senate	
Member of Professional Fire Fighters of NH	
Representative of the NH Sheriff's Assoc.	
State Fire Marshal	
Member of NH Police Association	
Representative of NH Hospital Assoc.	
Local Emergency Medical Services Provider	
Local Public Health Official	
Local Public Works Official	
Representative of NH Emergency Dispatchers Assoc.	
Representative of a Major Public Safety Dispatch Center	
Department of Administrative Services	
Executive Director of Fish and Game	
Department of Transportation	
Department of Business & Economic Affairs	
Department of Natural & Cultural Resources	



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Department of Health and Human Services
Director of Emergency Services and Communications
UNH Chief of Police
The Adjutant General or Designee
Department of Safety – Grants Management
New Hampshire State Police
Assistant Commissioner of Safety
Department of Justice – Law Enforcement Branch
NH Fire Mutual Aid Districts
Department of Fire Standards and Training and Emergency Medical Services
Department of Safety – Emergency Services Radio Technician
Department of Information Technology
Department of Corrections
Broadband Technology Representative in the Private Sector (1)
Broadband Technology Representative in the Private Sector (1)
UNH Broadband Technology Representative (1)
UNH Broadband Technology Representative (1)

- Members shall be appointed for a term of three (3) years. Re-appointment will be renewed at the end of the three (3) cycle unless the appointed official has been removed for cause, or has expressed his/her interest in writing to the Chair of the SIEC to no longer serve on the Committee. The decision that affects the appointed official, shall also affect the designee unless otherwise directed in writing to the Chair of the SIEC.
- The Commissioner of Safety, as the Chair of the SIEC, may make recommendations to the Governor on the appointments of those SIEC seats, pursuant to 21-P:48, that are not defined by an individual's role, but rather defined by an association or particular stakeholder group.
- Where applicable, the SIEC shall conduct meetings in accordance with the New Hampshire "Right to Know" Law.
- All officers must be voting members of the SIEC.



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- The officers of the SIEC shall be a Chair, Vice Chair, and Secretary. Future officer positions will be determined and approved by the SIEC.
- Besides the Chair who is appointed by the Commissioner, the Vice Chair and the Secretary shall be elected by the SIEC and thereafter officer elections shall be held every two years.
- The officers shall hold office until the meeting held within two (2) years from the adoption of this charter or until their successor, if any, is chosen or in each case until he or she sooner dies, resigns, is removed, or becomes disqualified.
- Each appointed member shall have one (1) equal vote on the SIEC.
- The quorum will be established by RSA 21-P-48.
- Voting members are to be responsible for representing their organization/state agency. Under the guidance of 21-P:48, the named voting member may choose to have a designee from their organization to serve on the SIEC in their place, representing the organization/state agency. This designee's name and position must be submitted, in writing, to the Chair of the SIEC.
- A voting member, or their designee, may submit a single alternate member, who may serve as a voting member in the absence of the voting member or designee. The name and position of the alternate must be submitted, in writing, to the Chair of the SIEC prior to the alternate making any vote on the SIEC. Without such prior notification, the alternate's vote will not count when determining if a quorum has been established or be allowed to participate in votes during the meeting.
- The committee additionally may be composed of no more than seven (7) ad hoc subject matter experts, based on identified need of the SIEC, appointed by the Executive Management Group. These members may come from local, County, State, or Federal public safety agencies or private sector entities with technological expertise. An ad-hoc member



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shall serve on the committee only as a temporary member, performing as needed.

- Every effort should be made by SIEC members and their alternates to assure the public that no conflicts of interest exist in the management of SIEC business and that those cases that do occur from time to time shall be disclosed to the SIEC chair and that appropriate action have been taken to avoid and abstain from conflict of interest situations. The general standard of conduct is to avoid any action that might result in or create the appearance of using public office for private gain; or giving preferential treatment to anyone; or impeding governmental efficiency or economy; or the loss of independence and impartiality in the decision-making process; or making decision outside of the official decision-making process; or creating a lack of public confidence in the integrity of the SIEC.
- In voting on any issue the member must identify himself/herself and the agency which he/she represents. A member may not vote on issues that directly impact the entity or grant money toward the entity, of the agency they represent and/or are employed by.

Decision Making

The SIEC will use the following measures when deliberating or making decisions:

- Each seat has one (1) vote to be cast by its voting member. If the voting member is unable to attend, the named alternate voting member may cast the vote for the seat.
- The SIEC will utilize Roberts Rules of Order for deliberation at its meetings and sub-committee meetings.
- Simple majority rules. All decisions and recommendations approved by a simple majority will be considered a decision or recommendation of the committee when presented to the Commissioner of Safety for consideration. As much as possible, the majority opinion will be reflected.
- Committee members are free to express to their authorizing body or office how they voted/stood on the position.



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- A two-thirds majority vote is required for charter amendments.
- Committee members will be held accountable through their authorizing body or office. The authorizing body or office has the final decision in all matters related to committee participation
- Decisions and recommendations of the committee will be reported to the authorizing body or office through the SIEC Chair.

STANDING COMMITTEES

- The SIEC shall have three (3) Working Groups.
- The three (3) Working Groups of the SIEC shall be: the Radio Frequency Communications Working Group, the Data Communications Working Group, and the Operations Working Group.
- The Working Group Chairperson shall oversee the operation and serve on the SIEC representing the interest of their group.
- Standing Committees shall operate under 91-A.
- The SIEC and/or a Working Group may, from time-to-time, create a Sub-Committee of subject matter experts to provide input towards certain phases or projects of interoperable communications.
- Sub-Committees may be composed of both SIEC and non-SIEC members for the purpose of providing subject matter expertise in a particular area. All recommendations of Sub-Committees shall serve as recommendations communicated to the Chairs of the respective SIEC Working Groups or if created by the SIEC, the SIEC itself.

Logistics

- The SIEC will meet on a minimum Semi-annual basis in order to promulgate the statewide communications interoperability plan. The SIEC



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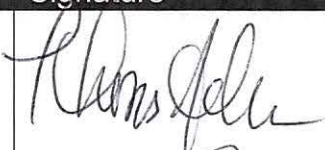

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may also decide to meet as necessary to implement the initiatives set forth in the plan.

- The committee will meet at a location arranged through the Office of Interoperability in coordination with the SIEC Chair.

Signatures

Role	Signature	Printed Name	Date
Chairperson		Thomas Andross, Director of Communications, Grafton County Sheriff's Department	20190109
Statewide Interoperability Coordinator		John T. Stevens, SWIC & Single Point Of Contact for FirstNet (SPOC)	JAN 8 2019